PRIME TIMES

FEBRUARY 2009 NEWSLETTER

From the office of: **Prime Providers, Inc.** PO Box 249 Menahga, MN 56464 (800) 541-4090

Office Staff: Linda Hanninen, Director Amanda Frame, Claims Processor Jeanne Hoemberg, Administrative Assistant

NATIONAL DISQUALIFIED LIST:

This month we are sending out a form to all providers regarding the National Disqualified List (NDL). It is required by the Minnesota Department of Education Food & Nutrition Service that we have a statement on file for all providers stating whether or not they have been on the NDL. Please fill out the NDL form and send it back to the office no later than January 26th.

Tax Reports for 2008 are enclosed with the newsletter! If you didn't receive yours, please call the office to have one mailed to you.

ATTENTION ONLINE CLAIMERS!!

*The submission deadline for online claims is now **8 a.m. on the 2nd** of each month. Any claims submitted after this time will be considered late! Submitting a late claim may cause a delay in your CACFP reimbursement! Please keep in mind that we process as many claims as we can before our state deadline (including late claims when time allows).*

Reminder:

A new application and agreement must be filled out whenever a provider moves. This is a requirement by the Minnesota Department of Education. If you are planning to move, please call the office so we can send you these forms.

*Payments for January claims will be deposited February 19th.

*Payments for January late claims (claims submitted online after 8 a.m. or postmarked the 3rd or later) will be March 2nd.

THE OFFICE WILL BE CLOSED FEBRUARY 13TH.

Reminder for online claimers:

When creating claim notes, please include the date to which the note pertains. When we look at the claim, we cannot see when each note was written.

MANUAL CLAIMERS: Please remember to list the types of juice (100% _____ juice), types of cereals, and types of crackers you have served during the month on your claim.

Online Claimers: Please check CK-Kids for updates regularly. To check for updates, login to your account, click "file" at the top of the screen and click "check for updates". The updates usually do not take very long, and keeping your account updated will help us to be more efficient in helping you.

In order for office staff to process claims in an efficient and timely manner, please limit calls during the first week of each month.

CK-Kids users:
If you would like to reference or print off an instruction manual for CK-Kids, there is one available to you. After logging in to your account, click the Utilities button, and then click User Manual.

ATTENTION:

The Minnesota Department of Education Food & Nutrition Service has required a few slight changes in our green Household Income Statement (HIS) forms, also known as Family Size Income Data (FSID) forms. Before giving these forms out to your daycare parents, please call the office to make sure you have the new version. Also, before handing the green forms out to parents please fill in your name and provider number in the space provided on the top right-hand corner of the third page.

Reminder for Manual Claimers:

In order for the meal requirements to be met, homemade spaghetti with hamburger should be served with another source of meat such as cheese or peanut butter.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call 800-795-3272 (voice) or 202-720-6382 (TTY). USDA and Prime Providers Inc. are equal opportunity employers.